

SECRET

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

12 December 1968

To: All Training Officers of the Agency

AGENCY-SPONSORED TRAINING AT LOCAL SCHOOLS 1969 SPRING SEMESTER

Following is the procedure for obtaining tuition advances for the spring 1969 semester at local universities, colleges, and schools:

NOTE: This procedure does not apply to the Agency's Off-Campus Program.

Monday, 6 January: Requests for Training at Non-Agency Facility (Form 136) must be in the Registrar's office (Room 835, 1000 North Glebe Road) before the close of business if a tuition advance is desired. Training Officers will be notified by phone of those employees approved to receive advances.

Thursday, 16 January: Tuition advances will be distributed in Room 1 D 1601, Headquarters, between 1330 and 1530 hours.

Thursday, 13 February: Representatives of the Registrar's Office will be in Room 1 D 1601, Headquarters, between 1030 and 1300 hours to accept tuition receipts. Employees accounting for their advances are required to sign the accounting voucher personally at this time. Please refer to the individual briefing sheet distributed at the time of the advance for further instructions.

Training Officers should encourage employees to submit request for sponsorship as early as possible. The Registrar cannot approve any request retroactively.

So that no delays or inconveniences occur, Training Officers should ensure that all items on Form 136, required to justify approval, are completed (e.g., objective, cover, approving signatures, funds certification).

(Over, please)

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Individual tuition advances will be provided by OTR to those employees who must register prior to 16 January 1969.

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